

THE "EV ALLDREDGE" ANNUAL AWARD
FOR FEDERAL RECORDS MANAGEMENT OFFICERS

PURPOSE

This is an annual award to a Federal Records Management Officer. The purpose of the award is to recognize and stimulate outstanding leadership and professional excellence in promoting effective management of the Federal Government's paperwork.

SCOPE

"Paperwork" covers the totality of recording activities from creation, through arrangement and use, to final preservation or destruction. It covers every type of recording media, including paper, microfilm, and magnetic tape.

"Paperwork" is present in every office for it is the integral systems part of administrative support work, management information flow, and written communications. From the system comes the management effort to channel and control paperwork so that it contributes to the goals and objectives of the organization. Automation, in its many aspects, is a most important consideration in the scheme for managing paperwork. Because of the nature of Government, paperwork not only is present in internal operations, but involves industry and the public on many fronts.

NATURE OF AWARD

A silver bowl, appropriately inscribed, will be given to the nominee selected.

ELIGIBILITY

All employees that normally attend the Annual Federal Records Management Officers Conference are eligible.

NOMINATIONS

Nominations must be submitted by March 1, 1973 to: Awards Committee.

In the Executive Branch, one nomination will be submitted by a Department or Independent Agency. Each Department and Agency will determine its own screening and selection procedure. From the nominations received, the Awards Committee will select the Records Officer to receive the award.

NOMINATION FORMAT

Nominations should follow the pattern below. It is a guide, not a rigid format. However, all items that appear in the guide must be covered in the material supporting the nomination.

25 YEAR RE-REVIEW

A. Biographical Sketch of Nominee

A brief statement is needed to relate the background, experience, and education of the nominee to the content and scope of his paperwork management accomplishments.

B. Description of Accomplishment

Describe in specific terms the work or contribution for which the nomination is being submitted. The period of time covered by the accomplishment is not specifically limited in years. However, the basis for the nomination should reflect current or relatively recent work rather than overall duties performed over a long period of years.

The description of the accomplishment should include:

- * Its objectives and significance.
- * Methods used.
- * Its relation to previous work attempted in this field - if any.
- * Names of any cooperating individuals, departments or agencies.
- * Its impact: whether internal-agency, multi-agency, or Government-wide. Also cover its impact outside the Government, if applicable.

C. Results

Describe separately both achieved and anticipated results. Results should be expressed in terms of savings or other benefits such as expanded services, decreased time requirements, and increased management capabilities.

D. Digest

Describe briefly (two or three-hundred words or less) the above accomplishment, its scope and results. This digest will be used at the presentation ceremony. It should describe succinctly the highlights of the accomplishment, particularly the achieved or anticipated savings and results.

One originally-signed nomination and one copy are to be submitted.

PRESENTATION

The Award will be presented at the Annual Federal Records Management Officers Conference.